

JIM GERINGER  
GOVERNOR

WYOMING DEPARTMENT OF COMMERCE  
Wyoming State Board of  
Outfitters and Professional Guides

OCCUPATIONAL LICENSING  
SUPERVISOR  
JANE E. FLAGG

TO: All persons/agencies on Board mailing list  
FROM: Leonard C. Hysell and Dan Hodge, Board Investigators  
DATE: August 20, 1998  
SUBJECT: Unlicensed Outfitter/Guide - Suspicious Activity Report

We have been directed by the Board to implement a system of documenting all suspect unlicensed outfitter/guide reports; what investigative actions were taken; status of report; and a tracking system for case management purposes. The enclosed form will be used as the initial report form at the Board office for this purpose.

All reports should be directed to the Board office, 1-800-264-0981. Jane and Arlene will take the information, begin the report (ask questions for the purpose of getting as much information as possible), assign a report number for tracking purposes, determine a preliminary status (based on amount/type of information received) and then assign the report to an investigator for follow up investigation. The Board office will manage a file database with the fields:

WHO	Suspects, witnesses, reporting party
WHAT	Was suspicious activity
WHERE	Activity occurred (County, hunt area, specific terrain area)
WHEN	Activity or violation occurred.
HOW	Activity or violation is being conducted.
STATUS	Of investigation - UNFOUNDED, INACTIVE, ACTIVE, REFERRED FOR PROSECUTION or CLOSED.

All reports and information are considered confidential and not public information. Statistical data can be shared with other agencies, public and the industry, however the details of the reports and investigation can only be released by the Board Investigators to other law enforcement personnel on a need to know basis, and in conjunction with cooperative investigative efforts.

1750 WESTLAND ROAD CHEYENNE, WYOMING 82002 FAX 307-777-6715 PHONE: 307-777-5323  
Or: 1-800-264-0981

It is not necessary to have all information as shown on the Suspicious Activity Report, but obviously, the more information, the greater chance for a prosecution of a suspect operation. The form is designed to show the type and kind of information that is useful to an investigator who is doing the follow up investigation and attempting to bring a satisfactory closure to the report.

A report will be initiated, even if the information is anonymous, or the reporting person does not want to testify. However, it is more difficult to determine the credibility of the information if the reporting person is not identified, nor willing to testify to the activities he/she observed. Reliable information is a key element in determining the report status and priority for follow up investigation.

Before a case can be referred for prosecution, we MUST SHOW the elements of the violation of statute, which for outfitting without a license, are: [1] WHO, (2) DID PROVIDE SERVICES, (3) REMUNERATION OR COMPENSATION WAS RECEIVED, and [4] LOCATION OF CRIME BY COUNTY AND STATE OF JURISDICTION. We must be able to prove each of those elements and that is why the information asked for in the form is so very important.

We hope this system will provide the necessary information for determining how serious the unlicensed outfitting/guide problem is in any given area of the state and help us to utilize our limited time and resources to the maximum extent possible. With the cooperation of the industry and all agencies of the MOU, this database and system should provide all of us a central depository for documenting all unlicensed outfitters and guides operating within the State of Wyoming; and give us the information and tools, to provide a better enforcement program for combating the problem.

WYOMING STATE BOARD OF OUTFITTERS AND PROFESSIONAL GUIDES  
UN-LICENSED OUTFITTER/GUIDE - SUSPICIOUS ACTIVITY REPORT

PAGE

Report Number:

Date of Report\_\_\_\_\_ Time\_\_\_\_\_ How Reported\_\_\_\_\_  
Reported By\_\_\_\_\_ Telephone\_\_\_\_\_  
Address\_\_\_\_\_ City/State/Zip\_\_\_\_\_  
Period of Suspicious Activity\_\_\_\_\_  
Brief Description of Activity\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SUSPECTED OUTFITTER/GUIDE

Name:\_\_\_\_\_ Sex:\_\_\_\_\_ Ht:\_\_\_\_\_ Wy:\_\_\_\_\_  
Age:\_\_\_\_\_ Hair:\_\_\_\_\_ Eyes:\_\_\_\_\_  
Address:\_\_\_\_\_ Phone:\_\_\_\_\_  
City/State/zip:\_\_\_\_\_  
Business Name:\_\_\_\_\_  
Business Address:\_\_\_\_\_  
City/State/zip:\_\_\_\_\_

LOCATION OF ACTIVITY: (Legal, UTM and/or Directions)

Game Unit\_\_\_\_\_ Township/Range\_\_\_\_\_ Section\_\_\_\_\_ County\_\_\_\_\_  
Elevation\_\_\_\_\_ River\_\_\_\_\_ Lake\_\_\_\_\_ Road # or Name\_\_\_\_\_  
Trail or other identifying terrain\_\_\_\_\_

LAND OWNERSHIP: BLM\_\_\_\_\_ USFS\_\_\_\_\_ State\_\_\_\_\_  
Private\_\_\_\_\_ Owner (if known)\_\_\_\_\_

Other:\_\_\_\_\_

ALL CLIENTS

Name_____	Name_____
Address_____	Address_____
City/St/Zip_____	City/St/Zip_____
Phone: Res/Bus_____	Phone: Res/Bus_____
Game/Fish License #_____	Game/Fish License #_____
Other ID_____	Other ID_____

HOW WAS ACTIVITY BOOKED?\_\_\_\_\_

ALL VEHICLES Make\_\_\_\_\_ Model\_\_\_\_\_ Color\_\_\_\_\_ Lic\_\_\_\_\_ St\_\_\_\_\_  
Description (Motor home, camper shell, horse trailer, 4x4, ATV, etc.)  
LOCATION OF VEHICLES OBSERVED\_\_\_\_\_

Use additional pages or reverse side for counts, diagrams, additional clients, vehicles, description of horses, type of hunt, etc. Include unusual or incredulous comments or activity by outfitter, guide(s) and/or client(s) THIS INFORMATION IS CONFIDENTIAL NOT PUBLIC INFORMATION

Report Received by:\_\_\_\_\_ Agency:\_\_\_\_\_  
Signature:\_\_\_\_\_ Date:\_\_\_\_\_

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Report Number:

DETAILS: (Explain details of suspicious activity, any observations, conversations overheard, nicknames, horse or other equipment description and WHY it is believed this activity is an unlicensed outfitter/guide operation. Try to answer the questions: WHO? WHAT? WHERE? WHEN? and HOW?)

Report Received by: \_\_\_\_\_ Agency: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_